

REQUEST FOR PROPOSALS FOR REDISTRICTING SERVICES

The City of Biloxi is seeking a qualified individual(s) and or firm(s) for rendering services associated with the implementation of the City of Biloxi's Comprehensive Redistricting and Rezoning Plan following annexation of certain areas in order to provide for proportional representation of all persons annexed, and which will conform with applicable State and Federal laws and regulations. The individual(s) and/or firm(s), if selected by Administration and confirmed by the City Council, will perform said services as an independent contractor, under the supervision of the City's Chief Administrative Officer with the assistance of the Directors of the Legal Department and the Community Development Department, and under the terms and conditions of a formal agreement for services approved by the City Council.

SCOPE OF SERVICES

The Scope of Services shall include the following:

1. Preparation of geographic election data pursuant to Mississippi Code Annotated § 23-15-39(9), which is compatible with the Statewide Elections Management System, for presentation to the Harrison County Circuit Clerk, as the voting registrar;
2. Coordination of activities necessary to ensure proper assessment and collection of municipal taxes on personal and real property located in the annexed territory and inclusion of newly annexed territory to municipal assessment rolls pursuant to Mississippi Code Annotated § 21-33-9;
3. Coordination of activities necessary to ensure proper assessment and collection of privilege taxes from businesses located in the annexed territory, pursuant to Mississippi Code Annotated § 27-17-9(1);
4. Coordination of activities necessary to license businesses located in the annexed area and report all such businesses to the Mississippi Department of Revenue;
5. Pursuant to Mississippi Code Annotated § 21-8-7 (4) and other applicable laws, preparation and/or revision of City zoning and other ordinances and procedures to reflect the annexation of this territory, as well as any other territory previously annexed which may not have been included within a formal redistricting plan and ordinance adopted by the City, in order to maintain as nearly as possible substantial equality of population between wards; and
6. If necessary, revision of the City of Biloxi's Comprehensive Plan to reflect the annexed areas and/or the findings of the firm in connection with the above-described activities.

QUALIFICATIONS

Proposals must contain a description of the experience of the individual(s) and/or firm(s) and all members of such firm(s) that will be directly involved in providing the services detailed above. Further, each individual or firm should include a list of references with

necessary contact information for each reference.

TERMS OF ENGAGEMENT

Each proposal should include an engagement letter or contract detailing the individual's or firm's proposed terms and conditions of engagement. The following terms shall be required by the City of Biloxi:

1. A commitment to provide proof of errors and omissions professional liability insurance and in an amount acceptable to the City and proof of workers' compensation insurance, as provided for by law for independent contractors, within a reasonable time following acceptance of any proposal and execution of the engagement letter and/or contract by the City of Biloxi;
2. Assurance that the individual and/or firm, nor any member of the firm, will not assign or subcontract any portion of the agreement without the prior written consent of the City of Biloxi;
3. Recognition that the intended period of performance of the contract will end no later than June 30, 2017, with a reasonable extension of the term in the City's discretion for matters pending at the date of termination; and
4. Commitment to provide the City of Biloxi reasonable notice of the intent of the individual, firm, or any member of the firm directly involved in the provision of services, to terminate the contract prior to June 30, 2017; and
5. Acceptance of the City of Biloxi's right to terminate the contract at any time without cause.

FEES

The fee schedule for the individual and/or firm, and each member of the firm, shall be determined by written engagement agreement(s) that the City may enter with one or more individuals or firms in response to this Request for Proposals. Fees may be charged only for services rendered at the direction and authorization of the Chief Administrative Officer or the Mayor and under the terms and conditions of the written agreement with the specific individual or firm.

Fees and expenses should be billed on a monthly basis in written invoices addressed to Chief Administrative Officer at City Hall; Payment is subject to approval of each Invoice by the Chief Administrative Officer and Mayor, who will submit approved invoices to the City Council for final approval in a docket of claims typically within thirty (30) to ninety (90) days of receipt of the invoice. However, regardless of the date of payment, no interest shall accrue on unpaid fees and expenses.

The City may terminate the engagement at any time, with or without cause. If the engagement is terminated by the City, the individual(s) or firm(s) will be paid for services rendered to the date of termination and reasonable expenses.

EXPENSES

It is anticipated that certain expenses may be reimbursable in conjunction with the engagement of individual(s) and/or firm(s). Categories of anticipated expenses should be specified in the response to this RFP, both by a description of the anticipated expense and a proposed reimbursable rate for that expense. Reasonable expenses other than those specified in the engagement agreement shall not be reimbursable unless approved in writing and in advance by the Mayor or Chief Administrative Officer.

RESPONSES

All proposals shall be the property of the City.

Proposals should not include any proprietary information of the proposer or any information requiring confidentiality by the City.

Response to this RFP does not constitute acceptance of the proposal by the City.

Proposers should identify any known, current conflicts the proposer may have with the City or any of its personnel, with a request for waiver of the conflict consistent with Mississippi law.

Sealed proposals will be received until 10:00 AM Wednesday, August 3, 2016. Please forward one (1) original and three (3) copies of the proposal in an envelope marked "PROPOSALS FOR REDISTRICTING SERVICES" to:

By Hand Delivery or Currier:

Mayor's Office
City Hall, Second Floor
140 Lameuse Street
Biloxi, Mississippi 39530

By U.S. Mail:

Mayor's Office
Post Office Box 429
Biloxi, Mississippi 39533

Proposals may be reviewed by the Mayor, the Purchasing Agent and Chief Administrative Officer, who may consider, evaluate and weigh any factors deemed by them, in their sole and absolute discretion, to be in the best interests of the City in selecting the individual(s) and/or firm(s) and in finalizing terms and conditions for agreements. The Mayor or CAO may in his discretion authorize the City Attorney to negotiate terms and conditions with any one or more respondent(s) and to interview any one or more of them, in order to make recommendations of final terms and conditions to the City council. The Administration may recommend to the City Council one or more agreements to engage redistricting services proposed in response to this RFP.

The City of Biloxi reserves the right to reject any and all proposals and to waive any informality in the proposals accepted. The City reserves the right to award a contract for service in multiple categories to a single Individual or firm and reserves the right to award contracts for each category to multiple individuals or firms. All services to the City of Biloxi will be at the will and pleasure of the Mayor.

The sealed proposals will be opened at 10:00 AM, Wednesday, August 3, 2016, in the City Hall Council Chambers, 2nd floor, 140 Lameuse Street, Biloxi, MS 39530.

The City of Biloxi is an equal opportunity employer.

Published by order of the Municipal Clerk, this the 18th day of July, 2016.



Stacy L. Thacker, Municipal Clerk

(SEAL)

SEND PROOF OF PUBLICATION

Publish Twice: July 21 & 28, 2016.